



Important Documents Checklist

When putting an emergency preparation plan into place, the most important and very first thing you need to do is gather all of your important documents and store them in a safe place. Once you have them together, you need to make copies. Either use a copier to make several paper copies or make digital copies with a scanner or a camera. It's probably a good idea to do both.

You should always have a backup of everything you may need. Once you have copies - save them in multiple places. Bank deposit boxes, with family members, digital copies on jump drives and throw it in your "go bag", etc. Store your paper copies and originals in a safe place. A fire box, etc. Here is a list of everything you should have: (if we missed anything, email us at efwsupport@emergencyfoodwarehouse.com and let us know what needs to be added.)

Identification

- ☐ Passports
- ☐ Birth Certificates
- ☐ Drivers Licenses
- ☐ Social Security Cards
- ☐ School and Work ID badges

Insurance Information

- ☐ Homeowner's Insurance - If you own your home
- ☐ Rental Insurance - If you rent
- ☐ Auto Insurance, Title, and Registration
- ☐ Medical Insurance cards and policies
- ☐ Life Insurance policies

Legal Documents

- ☐ Home Info - Mortgage, Deed, Rental Agreement, Etc.
- ☐ Copies of utility phone numbers and account numbers.
- ☐ Account Numbers - Banks & Credit Cards
- ☐ Licenses, Certifications, and Degrees
- ☐ Wills - For yourself and loved ones
- ☐ Property Tax Statement



Important Personal Contacts

- ☐ Any important phone numbers or email contacts that you might need to know. (This list doesn't need to be huge, just the important ones.)

Financial Documents:

- ☐ Bank statements with account numbers and phone numbers.
- ☐ Credit card statements with account numbers and phone numbers.
- ☐ Retirement documentation and statements. (401K, IRA's, stock portfolio's etc.)

Medical

- ☐ Medical Records
- ☐ Doctor Contact Info
- ☐ Prescriptions

Family & Pets

- ☐ Children's School Info, report cards, etc.
- ☐ Documents for any parents or family you are caring for.
- ☐ Family Photos - To prove you're a family
- ☐ Pet Registration/Licenses & Vaccination records.

This list isn't all inclusive and we may have forgotten some items.

If you feel the need to gather any other documents please do so. The more you have, the better off you will be!

Storage tip: If you don't have a fire safety box to store documents in, consider a plastic container type of document which seals fairly tight. At least in an extreme weather event like a flood / hurricane where home damage occurs - your documents may fare better than if sitting in a regular box.

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